

DSC Change Proposal Document

Customers to fill out all of the information in the sections coloured ■
 Xoserve to fill out all of the information in the sections coloured ■

A1: General Details

Change Reference:	XRN 5808		
Change Title:	Providing Notification to DNs and IGTs for Capacity and Nomination Referrals Awaiting Action		
Date Raised:	20/06/2024		
Sponsor Representative Details:	Organisation:	Cadent Gas	
	Name:	Andy Clasper	
	Email:	Andy.Clasper@cadentgas.com	
	Telephone:		
Xoserve Representative Details:	Name:	Paul Orsler	
	Email:	Paul.orsler@xoserve.com	
	Telephone:		
	Business Owner:		
Change Status:	<input checked="" type="checkbox"/> Proposal	<input type="checkbox"/> With DSG	<input type="checkbox"/> Out for Review
	<input type="checkbox"/> Voting	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected

A2: Impacted Parties

Customer Class(es):	<input type="checkbox"/> Shipper	<input checked="" type="checkbox"/> Distribution Network Operator
	<input type="checkbox"/> NG Transmission	<input checked="" type="checkbox"/> IGT
	<input type="checkbox"/> All	<input type="checkbox"/> Other [<If [Other] please provide details here>]
Justification for Customer Class(es) selection	Email automated Notification to Parties from a given distribution list / applicant of a new Nomination Referral or Capacity Referral for a given MPRN that is awaiting assessment by DN/IGT	

A3: Proposer Requirements / Final (redlined) Change

Problem Statement:	<p>Nomination Referral or Capacity Referrals requested by Shippers come through on UK Link Portal for DN/IGT to action. Currently there is no notification (e.g. email) sent to the DN/IGT to inform them that there is a Referral within the UK Link Portal that is awaiting DN/IGT assessment and action.</p> <p>As a result, without DN/IGT Operational processes ensuring that the UK Link Portal is reviewed on a daily basis, Referrals are only known</p>
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	<p>when a DN/IGT either;</p> <ul style="list-style-type: none"> ad-hoc reviews the portal is chased for a response (usually by email outside of the portal) <p>The creation of a specific notification to the DN/IGT will reduce the potential of undue delay in responding to Shippers and their customers when a Referral is requested.</p>
Change Description:	Send a new Referral (Capacity/Nomination) Notification (e.g. email) to an agreed distribution list of DN/IGT representatives so that they are aware that there is a Referral to action on an MPRN.
Proposed Release:	TBC – Swift delivery of the change will support Capacity and Nomination processes ahead of the prospective winter period
Proposed Consultation Period:	<input type="checkbox"/> 10 Working Days <input type="checkbox"/> 15 Working Days
	<input type="checkbox"/> 20 Working Days <input type="checkbox"/> Other [Consultation period is open to change based on the requirements and ROM of this request.]

A4: Benefits and Justification

Benefit Description:	<p>Increase efficiency with DN/IGT Referral processes End user customer is able to understand the go/no-go position with their required increase in gas load as quickly as possible Reduce administration time for all parties on chasing if a Referral has been Actioned</p> <p><i>What, if any, are the tangible benefits of introducing this change? What, if any, are the intangible benefits of introducing this change?</i></p>
Benefit Realisation:	<p>Immediately upon implementation and when applied to the Referral process</p> <p><i>When are the benefits of the change likely to be realised?</i></p>
Benefit Dependencies:	<p>None</p> <p><i>Please detail any dependencies that would be outside the scope of the change, this could be reliance on another delivery, reliance on some other event that the projects has not got direct control of.</i></p>

A5: Final Delivery Sub-Group (DSG) Recommendations – Removed

(see Section C for DSG recommendations)

A6: Service Lines and Funding

Service Line(s) Impacted - New or existing	Service Area 1 – Manage Shipper Transfers (re - Nominations) Service Area 3 – Manage Updates to Customer Portfolio (re – Capacity)
Level of Impact	Major/ Minor/ Unclear/ None

If None please give justification			
Impacts on UK Link Manual/ Data Permissions Matrix	None Anticipated		
Level of Impact	None		
If None please give justification	Email Notifications would supplement the existing arrangements that have been in place with DN/IGT parties		
Funding Classes :	Customer Classes/ Funding	Delivery of Change	On-going Budget Amendment
	<input type="checkbox"/> Shipper	XX %	XX %
	<input type="checkbox"/> National Grid Transmission	XX %	XX %
	<input checked="" type="checkbox"/> Distribution Network Operator	100 %	XX %
	<input type="checkbox"/> IGT	XX %	XX %
	<input type="checkbox"/> Other <please specify>	XX %	XX %
ROM or funding details:	Tbc		
Funding Comments:	Proposed funding arrangements of the change are anticipated to be 100% DN, based on being the change proposer		

A7: ChMC Recommendation

Change Status:	<input type="checkbox"/> Approve	<input type="checkbox"/> Reject	<input type="checkbox"/> Defer
Industry Consultation:	<input type="checkbox"/> 10 Working Days	<input type="checkbox"/> 15 Working Days	
	<input type="checkbox"/> 20 Working Days	<input type="checkbox"/> Other [Specify Here]	
Expected date of receipt for responses (to Xoserve)	XX/XX/XXXX		

DSC Consultation Issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date Issued:	01/01/0001	
Comms Ref(s):		
Number of Responses:		

A8: DSC Voting Outcome

Solution Voting:	<input type="checkbox"/> Shipper	Please select.
	<input type="checkbox"/> National Grid Transmission	Please select.
	<input type="checkbox"/> Distribution Network Operator	Please select.

	<input type="checkbox"/> IGT	Please select.	
Meeting Date:	01/01/0001		
Release Date:	Release: Feb / Jun / Nov XX or Adhoc DD/MM/YYYY or NA		
Overall Outcome:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If [Yes] please specify <Release>

Please send the completed forms to: box.xoserve.portfoliooffice@xoserve.com

Version Control

Document

Version	Status	Date	Author(s)	Remarks

Template

Version	Status	Date	Author(s)	Remarks
3.0	Superseded	17/07/2018	Emma Smith	Template approved at ChMC on 11th July 2018
4.0	Superseded	07/09/2018	Emma Smith	Minor wording amendments and additional customer group impact within Appendix 1
5.0	Superseded	10/12/2018	Heather Spensley	Template moved to new Word template as part of Corporate Identity changes.
6.0	Approved	12/12/2018	Simon Harris	Cosmetic changes made. Approved at ChMC on the 12 th December 2018.
6.1	In Draft	26/03/2019	Richard Johnson/ Alison Cross	The following minor changes were made: <ul style="list-style-type: none"> - Inclusion of an All 'Impacted Parties' option in A2 - Justification section added to section A2 - Change Description replaced with Problem Statement in section A3 - Remove 'X' in Release information (sections A3, A5, A7, C1 and G8) - Updated Service Line and UK Link impacts and funding section (A6) to include further detail - Amended questions 3 and 4 in section B - Added Service Line/UK link Assessment in section D - Removed Section A5
6.2	For approval	14/05/2019	Alison Cross	Following review at DSC Governance review group re-added Change Description text box
7.0	Approved	13/06/2019	Richard Johnson	DSC Governance Review Group changes to the template approved at Change Management

				Committee on 12 th June 2019
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